

## Message Text

LIMITED OFFICIAL USE

PAGE 01 STATE 241553

73

ORIGIN SS-15

INFO OCT-01 EA-07 ISO-00 OPR-02 A-01 NSC-05 OC-05 CCO-00

CPR-01 SY-05 USSS-00 SSO-00 NSCE-00 /042 R

66617

DRAFTED BY: S/S-S: REHECKLINGER

APPROVED BY: S/S: REWOODS

S: PEBARBIAN

----- 057169

P 092335Z OCT 75

FM SECSTATE WASHDC

TO AMEMBASSY TOKYO PRIORITY

LIMITED OFFICIAL USE STATE 241553

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO RONALD E. WOODS AND SECRETARY KARLA GEBERT WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. AN S/S ADVANCE TEAM WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO ENSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S  
LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 241553

SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER.

PLEASE CABLE NAME OF LIAISON OFFICER.

A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S. THIS CAN EASILY BE DONE BY ASKING C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POST SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POST SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POST SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CARE-LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 241553

FULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. A ONE- OR TWO-SENTENCE SUMMARY OF EACH STORY SHOULD BE TYPED ON THREE BY FIVE INCH NOTE-PAPER AND ATTACHED TO FIRST PAGE OF EACH STORY ON ONE

PACKAGE ONLY. SUMMARIES SHOULD STRESS NEW DEVELOPMENTS  
OR HIGHLIGHT COMMENT OR OPINION. PERSON ASSIGNED TO  
SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH  
THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO  
ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF  
ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS WIRE-  
LESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY  
SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. KISSINGER

LIMITED OFFICIAL USE

NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 09 OCT 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** ShawDG  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975STATE241553  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** S:REHECKLINGER  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750352-0035  
**From:** STATE  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1975/newtext/t19751068/aaaacjbv.tel  
**Line Count:** 125  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 3  
**Previous Channel Indicators:** n/a  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** ShawDG  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 17 JUL 2003  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <17 JUL 2003 by ShawDG>; APPROVED <29 DEC 2003 by ShawDG>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- MENTS  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** TOKYO  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006